

ACADEMIC GRIEVANCES

The Student Academic Grievance Procedure provides students with a formal channel through which complaints concerning academic matters may be heard. A student must attempt to resolve the complaint by first discussing the issue with the faculty member. If the complaint is not resolved at that level, the student should direct their complaint to the **Department Chair** (<https://ysu.edu/provost/academic-chairpersons/>) and, if the complaint is still not resolved, to the **Dean of their college** (<https://ysu.edu/provost/deans-associatedeans-divisionleaders/>).

Complaints not resolved following a discussion with the dean will be considered by the Provost's Designee, who will serve as judicial administrator. If the complaint is grievable, it is presented to the Student Academic Grievance Subcommittee. Per the **YSU-OEA Agreement** (<https://ysu.edu/sites/default/files/OEA%20FINAL%20CLEAN%202023-2026%20%289.13.23%29.pdf>), (<https://ysu.edu/sites/default/files/OEA%20FINAL%20CLEAN%202023-2026%20%289.13.23%29.pdf>) Article 19.2, academic matters that may be grieved are the following:

- Material deviation from the instructor's policy on sanctions for academic dishonesty, as indicated on the course syllabus, to the detriment of the individual student, or in disputed cases of academic dishonesty.
- Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities (Article 27), to the detriment of the individual student or the entire class.
- Material deviation from the grading scale, grading criteria, assignment specifications, or grade weight distribution indicated on the course syllabus or other course materials, to the detriment of the individual student or the entire class.

Other areas of contention between a student and a faculty member may not be grieved under this section. The student should contact the department chair of the faculty member's department or the dean of the college housing the faculty member's department for further advisement in these situations. Additionally, a student may consider utilizing the **University's Student Complaint Process** (https://cm.maxient.com/reportingform.php?YoungstownStateUniv&layout_id=2) when concerns are not grievable.

Students wishing to file a grievance may contact the administrative assistant in the Office of Academic Affairs for an appropriate referral. A **Brief Guide to Student Academic Grievances** (https://ysu.edu/sites/default/files/Student_Academic_Grievance_Info_Sheet.pdf) is available for further information about this process.

A digital copy of the **Student Academic Grievance Form** (<https://ysu.edu/sites/default/files/Academic%20Grievance%20Form.pdf>) is available for download or students can use the **electronic form** (https://cm.maxient.com/reportingform.php?YoungstownStateUniv&layout_id=7) to submit an academic grievance. An electronic copy of the **Student Academic Grievance Procedure** (<http://sga.ysu.edu/wp-content/uploads/2017/10/Grievance-Panel-Procedure-072917.pdf>) is also available for review.

Contact for Questions/Concerns

Office: Office of Academic Affairs

Location: Tod Hall, room 222

Website: <https://ysu.edu/provost> (<https://ysu.edu/provost/>)